

**Saint Andrew-Saint Elizabeth Ann Seton
(SASEAS) Schools Boosters Organization
Guidebook**

Revised August, 2009

SASEAS Boosters Website: www.seaseasboosters.org

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OVERALL STATEMENT OF PURPOSE

The St. Andrew/St. Elizabeth Ann Seton Boosters Organization (SASEAS Boosters) exists to provide opportunities for the youth of our Parishes to develop friendships through recreational activities. The purpose of the Boosters Organization is as follows:

1. To sponsor, promote, coordinate, and operate athletic activities for the youth of the Parishes and students of the St. Andrew/St. Elizabeth Ann Seton Schools, taking into consideration their spiritual and scholastic development.
2. To regiment a program of athletics for the youth of the Parishes and the schools, providing an opportunity for members of the parishes and schools to engage in athletic activities under the supervision and guidance of elected or appointed adults.
3. To approve or reject the addition or elimination of teams/activities.
4. To raise and disperse funds for the purpose of operating the Athletic Programs which it sponsors.
5. To hear and resolve concerns raised by the parents, youth or coaches who participate in the programs which it sponsors.
6. To inform the general membership of the scheduled activities and events of the association.

CYO SPORTS

St. Andrew/St. Elizabeth Ann Seton Boosters-sponsored teams participate in sports programs of the Greater Cincinnati Catholic Youth Organization (CYO) and adhere to the rules and guidelines of that organization. The Greater Cincinnati CYO Handbook may be reviewed online at www.cyosports.org.

The philosophy of CYO athletics is to provide opportunities for young people to be involved in competition to develop physical fitness, self discipline, mental alertness, and attitudes of sportsmanship, based upon Christian principles of fair play and cooperation under well organized and properly supervised forms of athletics. The goal of the CYO is to instill in young people the attitudes and characteristics that will make them better adjusted now and in the future.

CYO Sports is not just about the final score. It's about positive coaching, sportsmanship for children and their parents, learning to live in a diverse community, maximizing talents, and fostering the physical, intellectual emotional and spiritual strengths in each of us.

The SASEAS Boosters support the CYO philosophies and expects all players, coaches, parents and spectators to conduct themselves in line with the Christian values of our organization. The SASEAS Boosters will ensure that a family's financial situation is never a barrier to their student's participation in CYO Sports

PARENT RESPONSIBILITIES

Parents/guardians with children participating in St. Andrew/St. Elizabeth Ann Seton sports have the responsibility to:

1. Return registration forms, release forms and fees on time. Children will not be allowed to practice until all forms and fees are received by the SASEAS Boosters Association.
2. Read & abide by the SASEAS Boosters Guidebook.
3. Keep uniforms and equipment clean and in good repair and return them on time. Lost or carelessly damaged uniforms will require replacement at the parents' expense. Damage such as loose numbers or letters should be noted when returned. Failure to return a uniform will result in the suspension of the privilege to play the next sport until the uniform is returned or paid for.
4. Bring players to practices and games on time. Pick up players on time. Inform the coach if a player will not be present or will be late to a practice or game.
5. Ensure that two adults are at each practice. If not, then the parents should stay until a second coach arrives or until the end of practice.
6. Alert the coach of any special problems with a player's medical history prior to the first practice.
7. Participate by volunteering your time at Boosters meetings and fund raising events. Assist in coaching, be a respectful fan, provide transportation, assist with admissions and concessions, line judging – whatever you are capable of doing.
8. Remind your child of his/her commitment to practices, games and sportsmanship.
9. Be positive on and off the court or field. Demonstrate good sportsmanship. Do not take the fun out of the game by screaming and scolding players, coaches, officials, or parents.
10. Support your child, the team and the coach by attending games. Allow the coaches to coach during games and competitions. Providing sideline coaching to your player during the competition can confuse the player if in conflict with the coach's instructions.
11. Make sure your child learns to warm up properly and that he/she receives proper medical attention when necessary.
12. Be protective; place the well being of your child ahead of the desire to win. Place being a winner, ahead of winning. Insist on a safe and healthy environment. Sports can build self-esteem, confidence, and teamwork. Praise the effort, not the outcome. Remember this is a CATHOLIC, YOUTH Organization.
13. Use the Grievance Procedures to address any comments, questions, or related to their child's participation in Booster activities as soon as possible. Your input makes our programs better, but you asked to offer it in the manner prescribed.
14. Complete the post season survey distributed by the SASEAS Boosters.

ATHLETE RESPONSIBILITIES

1. Athletes should remember that sports provide an opportunity to learn and develop a skill while having fun. Respect, generosity, honesty and fairness in dealing with others are necessary qualities, which must be internalized if an athlete is to be truly successful.
2. Athletes are expected to be at all practices and games. Athletes will notify the coach if they can't be present.
3. Athletes will treat coaches, fellow players, officials and parents with respect and encourage sportsmanship from all; they will not use foul or inappropriate language.
4. Athlete shall listen so that they may learn from the coaches.
5. Athletes are encouraged to communicate with the coach.
6. Athletes are expected to take care of their uniforms/equipment.
7. Athletes are expected to respect all practice and playing facilities at home and away games.
8. Athletes are expected to not possess or use illegal drugs or alcohol.
9. Athletes are expected to not physically or verbally intimidate any individual (player, coach, or spectator).
10. Athletes are required to maintain grades and attendance at school.

COACH RESPONSIBILITIES

1. To ensure the safety & welfare of the students they coach at all times, all coaches must complete the Archdiocesan Child Protection Decree training class and be fingerprinted *prior* to coaching.
2. To comply with the Archdiocesan Child Protection Decree, coaches will ensure that at least two adults are present at any activity for children sponsored by the SASEAS Boosters.
3. Read & abide by the SASEAS Boosters Guidebook.
4. Teach and guide our youth in a manner, which will increase their respect for authority, their sense of fair play, and their ability to adapt to the wins and losses of everyday life. Help our children develop:
 - a. Spiritually, by learning self-discipline, respect for the differing talents that God has granted them & others, perseverance, and a good work ethic. Athletic competition can help a person form moral values that will last a lifetime.
 - b. Socially, by learning cooperation in a competitive context and appropriate standards of behavior (sportsmanship).
 - c. Physically, by learning sports skills, improving physical conditioning, developing good health habits, and avoiding injuries.
 - d. Psychologically, by learning to control their emotions and developing feelings of self-worth.
5. Help our children have fun.
6. Coaches are expected to know the rules of the game, teach skills effectively, and nourish the enthusiasm of the athletes they coach.
7. Communicate effectively with team parents, listen to their concerns. Coaches are required to hold a meeting with parents prior to the season to establish good communications. The purpose of the meeting will be for the coach to explain his or her philosophy and expectations. Parents will have an opportunity to ask questions, make suggestions, or voice concerns.
8. Communicate effectively with their players. A coach must let the players know what he or she expects of them. Establish team rules. The coach must be fair in disciplining the players when enforcing team rules.
9. Coaches will not use profanity, abusive or degrading language during a game or practice.
10. Coaches must avoid any action or remark that may incite the displeasure of the spectators.
11. Coaches will immediately discipline any player who intimidates an official or opposing player.
12. Coaches must ensure that no spectator intimidates an official or player. The coach must report offenses by any SASEAS spectator to the sport commissioner for that sport.
13. Every player is to participate in all practices and playing time guidelines shall be followed. For the safety of the players, the coach will start and finish practices in a timely manner. No child shall ever be left at a game or practice site without appropriate adult supervision.
14. The head coach is charged with the responsibility of the team's administrative work and should seek input from all assistant coaches while building a Christian partnership of team leadership.
15. The coach is responsible for collecting uniforms at the end of the season and turning the uniforms, as well as other equipment, into either the sport commissioner or uniform coordinator.
16. Coaches ejected from a game must report the offense to the sport commissioner and will be suspended from the next game.
17. The Booster program strongly recommends the use of substitutes whenever possible, especially when the game's outcome has more or less been decided. Deliberate attempts to humiliate opponents by running up the score are inconsistent with our philosophy.

CONSEQUENCES

The responsibilities outlined above have corresponding consequences should they not be met. SASEAS Boosters and our sports commissioners will monitor our players, coaches, parents & fans for compliance with our expectations and reserves the right to exercise the following measures:

Players

Failure to follow the rules, before, during, or after a game or practice will result in the following penalties:

- a. First infraction - Suspended for that game or practice, plus the next game (includes practices leading up to the next game)
- b. Second infraction – Suspended for that game or practice, plus the next two games (includes practices leading up to both games)
- c. Third infraction – Declared ineligible for the rest of the season; must apply for reinstatement to the sports commissioner in writing prior to the next season for that sport.

After the second infraction, the sport commissioner and coach will meet with the player and his/her parents to discuss the failure to follow rules and the consequences of a third infraction.

Parents/guardians

Parents/guardians who are in regular violation of Booster guidelines and policies will be contacted by the Booster President of these concerns. If problems persist, the Booster President will contact the appropriate Parish Pastor to discuss having the family barred from participation in Booster activities.

Coaches

Any coach found to be in violation of their responsibilities or in violation of CYO or Boosters guidelines is subject to following penalties:

- a. First infraction – coach is disqualified for next game
- b. Second infraction – coach is disqualified for next two games
- c. Third infraction – coach is declared ineligible for the rest of the season. Must apply, in writing, to the Booster President, for reinstatement prior to be permitted to coach any Booster sport

Note: When a coach is disqualified for games, he/she is not permitted to attend the game (i.e. to be present at the playing field or in the gym), nor will they attend the team practices leading up to the games for which he/she is suspended.

After the second infraction, the sport commissioner and coach will meet with the Booster President to discuss the failure to follow rules and the consequences of a third infraction.

Spectators

Any coach, player, spectator present at a playing field or gym may be cited for unsportsmanlike conduct by CYO officials. At the time of the alleged infraction, the offender is to leave the playing facility. Each team is responsible for the conduct of its fans and, if the offender(s) refuses to leave, the game will be forfeited in favor of the parish team not involved in the citation. If the offender is a minor, the coaching staff is responsible to assure the minor is safely escorted from the facility with two adults, unless the parent or legal guardian is present. A coach may elect to pull a player from a game if his/her parents are acting inappropriately in the stands.

Coaches will report the ejection of any spectator to their sports commissioner, who then reviews the incident with the Booster President. The Board will deal with serious infractions or multiple offenses. A coach, parent/spectator or player ejected from any game is subject to a one game suspension at the very next scheduled game. Disciplinary action beyond the one game suspension will be at the discretion of the Board.

OUR COLLECTIVE RESPONSIBILITY- “WINNERS FIRST, WINNING SECOND”

All of us together – coaches, parents, students, the SASEAS Boosters & the guests we invite to our games –must be responsible to cultivate the proper environment for the students who participate in our sports programs. We must balance the desire to win games against the long term goal to help our children become winners.

We expect our coaches, players and parents/guardians & guests to encourage our children to win and to develop in our children a familiarity of healthy competition by striving to win. Striving to win is important in sports., the process can bring out the best in young people – in their performance, commitment, and moral development.

For sports to provide these benefits, it is important to maintain a proper perspective on winning. It is easy to lose sight of the long term objectives – helping athletes develop physically, psychologically, socially, and spiritually – while pursuing the short term objective of winning the contest, because the rewards for winning are immediate and powerful. Winning or striving to win is never more important than an athlete's well being, regardless of the mixed messages our society sends. When winning is kept in perspective, sports programs produce young people who enjoy sports, strive for excellence, dare to risk error in order to learn, and who grow with both praise and constructive criticism.

GUIDEBOOK EXCEPTIONS

This guidebook is an effort by the SASEAS Boosters to provide definitive guidance & policies to meet the majority of the situation encountered by our parents/guardians, players and coaches. It cannot possibly address every situation that will develop over time. All program participants are expected to read & abide by the guidebook whenever possible. Where the need for exceptions arises, however, it is imperative that all parties involved communicate with one another to understand the need for the exception and to communicate to appropriate Booster leaders to gain permission to make exceptions. One time exceptions to policies & guidance do not mean that others are free to ignore the appropriate policies moving forward.

Concerns with exceptions made to Booster policies should be addressed through the grievance procedures outlined in this guidebook.

ATHLETIC PROGRAM SPORTS

Fall:

1. Girls Basketball
2. Boys and Girls Cross Country
3. Boys Football

Winter:

1. Boys Basketball
2. Girls Volleyball

Spring:

1. Boys Volleyball
2. Boys Baseball
3. Girls Softball

A specific activity may, be downsized or canceled, if the Boosters Board deems that it is not viable. Reasons for this include, but are not limited to: lack of sufficient participants, lack of sufficient facilities, lack of sufficient adult volunteers for coaching, or any other reason that the Board believes that is in the best interest of the overall Boosters program.

Start up of new Booster Programs

Anyone interested in starting a new Booster-sponsored sport, should contact the Boosters President to discuss. In general the requirements for starting a new Booster program are:

- Someone has volunteered to act as a commissioner to create/manage a program budget, represent the new program on the SASEAS Booster Board & to conduct liaison, as necessary with CYO Sports and the Boosters gym coordinator.
- Acknowledgement that all program participants (coaches, players, parents) agree to be bound by the responsibilities and eligibility restrictions of SASEAS Boosters, as outlined in this guidebook. This includes permitting maximum participation by any interested & eligible student.
- The addition of new programs requires the approval of the SASEAS Boosters Board and the approval of both Parish Pastors.

PLAYER ELIGIBILITY

Families wishing to have a student participate in SASEAS Boosters programs must comply with the following eligibility requirements:

The student must:

- Belong to either St. Andrew or St. Elizabeth Ann Seton Parish, attend SASEAS School or belong to a parish which has been given permission by CYO to participate on SESEAS Booster sponsored team for which they wish to participate due to non-availability of the sport at their home parish
- Attend Mass on a regular basis.
- Either attend a Catholic School, or be enrolled in the PRE program or other religious education program approved by the Pastor
- Maintain passing grades in all school subjects and be willing to show proof of academic standing
- Attend practices (unless sick) and listen to their coach
- Conduct themselves in a Christian manner, which will reflect credit on our school and parishes

The parent/guardian must:

- Ensure that the player continues to meet the eligibility requirements outlined above *throughout the season*.
- Ensure that all family fees, individual sports fees and uniform deposits are up to date or that alternative arrangements have been made with Boosters
- If, at any time during the season, the player no longer meets these standards, the player and parent/guardian should notify the coach immediately of the player's ineligibility. Parents/guardians will ensure the player does not practice or play in games until eligibility has been restored and Boosters have given permission for the student to participate again.
- A player can resume participation when he/she can document that they have met the requirements listed above.

All athletes will play at their current grade level, except in situations where there are either too few or too many players for a given grade level. When this occurs, the sports commissioner will recommend the proper team combinations/grade levels. In no situation, will a player be permitted to "play up" to the next grade level if a team exists for their grade level. (See Team Formation section for further information on combined grade-level teams)

CYO Sports does not permit players to cross Parish boundaries to participate in sports and St Andrew or St Elizabeth Ann Seton parishioners will not register their students in the CYO Sports programs of other parishes. Should a player wish to participate with another Parish *in a sport not offered by SASEAS Boosters*, they must petition CYO Sports for permission to do so prior to registering for the sport.

If a player moves from either St. Andrew or St. Elizabeth Ann Seton parish to another parish during the school year, he/she may finish that athletic year with the St. Andrew/St. Elizabeth Ann Seton team. For all subsequent athletic seasons they must play for the parish in which they are registered or with the parish school which they attend.

CHANGES IN ELIGIBILITY DURING THE SEASON

Academic eligibility:

- For students enrolled in SASEAS Schools, a representative of the parish school will inform the Boosters President of any students who have failed a course at either midterm or final grading periods. The President will inform the appropriate sport commissioners, who are responsible for contacting the individual coaches. The player will be ineligible for both games and practices until the next grading period, when eligibility will be reassessed based on the latest grades.
- In the case of players who attend other schools, the coaches may request a copy of their report card to confirm their eligibility.
- The Booster President, commissioners & coaches will ensure they maintain confidentiality of student academic status. Reasons for student non-participation will not be discussed except with the affected player & parent/guardians.

School Suspensions:

- Should a player be suspended from school, the student's participation in all Boosters programs is also suspended. This applies whether the student attends SASEAS Schools or another school.
- Parents/guardians are responsible to inform appropriate coaches of their child's suspension.
- Both parent/guardian and coaches are responsible to ensure the player does not practice with the team or play in competition during their suspension.
- If it is found that a student has continued to participate in a sport during a school suspension, the commissioner of that sport shall impose additional punishments up to and including expulsion from the sport for the duration of the season. Season expulsion includes post-season games and tournaments.

Short term school absences:

- Students who are absent from school due to illness may not participate in games or practices on the day of the absence.
- Absence on a Friday does not preclude participation in Saturday or Sunday games or practices.

A player may also be deemed ineligible based on failure to follow the player guidelines as specified in the Athlete Responsibilities section of this guidebook. The sport commissioner will determine the appropriate consequences for violations.

ATHLETIC PROGRAM FEES & WAIVER OF FEES

Program registration fees (annual family fee and individual sports fees) will be set by the Boosters Board. And the Board will evaluate fees annually, at a minimum.

The Board will ensure that a registration fee will never be a barrier for participation in a Boosters activity. No student shall be denied the opportunity to play due to financial limitations. If a family cannot afford the fees, on a temporary or permanent basis, the parents should contact the Booster President or Treasurer to have the fees waived. Parents may also contact their Parish Pastor, to arrange this waiver. Confidentiality will be maintained.

REGISTRATION

Timely & complete registration is critical to the successful start up of Booster sports programs. CYO roster submission requirements and the legal requirements for player liability & medical documentation cannot be waived or extended. Cooperation by parents/guardians & students with the registration process is crucial.

Information on registration dates, times and locations will be as widely disseminated as possible in both parishes (i.e. parish bulletins, handed out at PRE, sent home with the parish school students, posted on Booster web site, etc.). These announcements will also include the registration deadlines.

Registering in Person

This is the preferred method to register a child for sports, as it allows the best opportunity to ensure registration is complete & accurate, as well as affording an opportunity to answer any parent/guardian questions regarding the sport. Parents/guardians should come to registration fully prepared as follows:

- A completed SASEAS Boosters Registration form (available at www.saseasboosters.org) *for each child & each separate sport for which registering.*
- A completed CYO Sports Agreement and Release of Liability (available at www.saseasboosters.org or www.cyosports.org) form *for each child & each separate sport for which registering.*
- Arrive prepared to pay all required fees (sports fees & family fees, as appropriate).
- All registration fees must be paid at the time of registration and prior to the close

Alternate Registration

Parents/guardians unable to attend registration in person will ensure that the documentations and all appropriate fees reach the Boosters Registration Coordinator prior to the registration deadline. The coordinators address is listed on the sports registration form to facilitate mailing the required documentation & payments. Parents/guardians who do not register in person are responsible to confirm that their registration has been received prior to the registration deadline.

Late Registration

Registration will close by the date specified in the registration announcement.

- Late registrants will be assessed a \$10 late fee; no exceptions will be made to this policy.
- Every effort will be made to accommodate late registrants but they are not guaranteed a spot on a team.
- Late registrants will be placed on a wait list until it is determined that there are enough teams and/or an open spot on a team for each late registrant to play.
- We will make every attempt to place as many children on teams as possible, subject to the maximum team size numbers for each sport.
- Spots will be filled in the order that registration forms are received.
- No unsolicited registrations will be accepted following team formation for each sport.
- All registration ends on the day of first practice for any SASEAS team in that sport and registration is officially closed.
- If a child is not placed on a team all appropriate fees, to include the late fee, will be refunded.

Soliciting Late Registrations

To maximize the opportunity for students to participate in a sport, the sports commissioners have the authority, after initial team formation, to fill open spots if there are teams under the maximum roster size for that sport by soliciting registrations. In general, sports commissioners solicit additional registrants when their addition will allow the fielding of additional teams or a single full team. Players solicited to join by the commissioners will be placed on teams consistent with the appropriate team selection policy and the individual sport CYO guidelines & must meet all CYO/Boosters eligibility requirements.

While it is acceptable for the sport commissioner to attempt to recruit late registrants in order to fill team rosters, or adjust team sizes, it is not the commissioner's responsibility to do so. Any late registrant recruited to fill a team roster will not be assessed the late fee & the sports commissioner will inform the Registration Coordinator as to who these players are.

Refund of registration fees

No refunds will be given for a child who decides to not participate once teams are formed or tryouts held, whichever occurs first. In addition, no refunds will be given for children who are declared ineligible once the season begins.

Specifying Coaches

Any parent who, for specific reasons, does not wish to have their child placed under the direction of a specific coach must submit their reasons to the sport commissioner at the time of registration. The commissioner will inform the parent if they do not find the reason to be valid, or if there are not other coaching options available (i.e. only a single team being formed for a sport). At grade levels fielding "A" and "B" teams, requests not to play for the "A" team coach will preclude assignment of that player to the "A" team.

Requests to play for a specific coach will not be entertained. Team formation policies will be as outlined in this guidebook.

Appeals to this policy should be made following the Grievance Procedure outlined in this guidebook and prior to the commencement of team practices.

COACH SELECTION POLICY AND PROCESS

In the majority of circumstances, we are in need of volunteers to coach each of our sports at all levels. Anyone interested in coaching (head or assistant coach) should indicate their interest during the time of registration. The sport commissioner will review all applications to ensure the individual meets the basic guidelines to coach. If during this review it is determined that more information is needed in order to select a coach for a particular grade level, the sport commissioner will contact all applicants. After this review, the sport commissioner will select the coaches for each grade level.

Selections will be based on the following criteria (not listed in priority order):

- All coaches, to include assistants, must be fingerprinted and must complete training as directed in the Archdiocesan Child Protection Decree.
- Number of years the individual coached within the Boosters program
- Overall coaching experience and knowledge of the game (including coaching outside of the Boosters program)
- Knowledge of the sport's fundamentals and rules
- Ability to communicate with parents & children
- Time availability and dependability
- Coach's evaluations by the parents of previous years and/or in different sports
- The individual's coaching philosophies (i.e. consistent with SASEAS and CYO philosophies and guidelines)
- Ability to follow rules
- Positive attitude

Other considerations:

- Coaches are not required to have a child participate on the team they are coaching.
- No one under the age of 21 may be a head coach.
- A coach may coach up to two sports during the same season (same grade or not).
- A coach may also coach up to two teams in the same sport during the same season (same grade or not).

In the event that multiple candidates sign up to coach a team, the sport commissioner will assess all candidates based on these criteria, and will make final coaching assignments. There is no guarantee that a coach will be selected to coach the following year based on previous years of coaching. The above criteria will determine coach selection from year to year, to include coaching assignments for "A" or "B" teams.

Each head coach may select assistant coaches, as necessary, with the approval of the sport commissioner

All coaches will be required to comply with the rules, guidelines and expectations outlined by CYO Sports and the SASEAS Boosters..

COACH DESELECTION POLICY AND PROCESS

There may be instances where, in the best interest of the children, a coach may be asked to resign his or her coaching position. These instances include, but are not limited to:

1. Violation of the Archdiocesan Child Protection Decree as it pertains to volunteers
 - a. Failure to have two adults present at a Booster-sponsored activity
 - b. Corporal discipline or use of abusive language towards players
 - c. Causing emotional harm through words that threaten, harshly criticize, ridicule or harass
2. Possession of illegal drugs or illegal use of drugs
3. Possession or consumption of alcoholic beverages before or during a practice or game
4. Use of foul or inappropriate language
5. Physical damage to a facility or theft from another person

6. Possession of any item or material which may be harmful or hazardous to others
7. Unsportsmanlike conduct
8. Violation of specific policies, regulations, or procedures of the SASEAS Boosters Organization
9. Physical or verbal intimidation of any individual
10. Conduct which is inappropriate as determined by comparison to normally accepted behavior

Any individual (parent, player, spectator, etc.) should report any concern regarding a coaches behavior to the appropriate sport commissioner per the Grievance Procedure outlined in this guidebook. A coach will only be removed from his/her position by a Review Board, as outlined in the Grievance Procedures.

TEAM FORMATION

Team formation is a challenging task which can be difficult for sport commissioners & coaches and emotional for athletes and parents. The Boosters strive to make team formation as fair and equitable as possible by endeavoring to conform to the following basic guidelines:

- Teams will be formed on the basis of objective evaluation of player skills, without regard to coaching assignments or previous team assignments.
- For grades 3 through 5, we will strive to create competitively balanced teams to the extent possible given the number of players registered.
- For grades 6 through 8, we will strive to create competitively balanced teams with those players not assigned to the "A" team.
- We discourage parents from volunteering to coach together for the express purpose of creating a competitive advantage for a specific team.
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Team Selection Policy for Grades 3, 4 and 5

Organization of teams at these grade levels is based upon the desire to create balanced teams. The selection will occur after an open gym where basic skills of the particular sport are assessed. Basic skill assessments will be done by a panel of evaluators, designated in advance by the sport commissioner. For Grades 3-5, team coaches may participate in the evaluation of players in the grades for which they will be coaching. The sport commissioner will oversee the team formation process to ensure equitable assignment of athletes to create balanced teams.

Team Selection Procedures for Grades 6, 7 and 8

Beginning in the 6th grade, we will field competitive A-teams. When competitive teams are formed, the SASEAS teams will compete with other teams of similar ability. Teams are composed this way to allow children to compete with others of similar ability, and thus be a true contributor to the team. At these grade levels, players will be placed on a team according to ability based on tryouts.& teams will be divided into an "A" and "B" type format. When there are enough players in the same grade to form 2 teams, an A and B team will be formed. When there are enough players, in the same grade, to form three or more teams, there will be one "A" team and the remaining players will be divided, based on skills, to form two or more balanced "B" teams.

The head coaches of the individual "A" teams will determine the roster size of their team, generally carrying minimum roster sizes, in line with the guidance below. The "A" team can only carry a minimum roster if it does not result in the "B" team carrying more than the maximum number of players for a given sport. Sports commissioners will oversee this process in line with the team formation guidelines in this guidebook.

Players for the "A" team will be selected through a tryout process, with times/places announced to all registered players. All players who wish to be considered for "A" team selection must attend and participate in the entire tryout process unless approved in advance with the sports commissioner. All players will be evaluated by 3 or more independent evaluators who have no connection to the players participating in the tryout. The evaluators are selected by the sport commissioner based on previous experience and knowledge of the sport. Each member of the evaluation team will rate each player. The scores will be turned over to the sport commissioner, who will calculate the average score for each player. The evaluation data and results are confidential and will not be shared with anyone except the sport commissioner and head coaches.

The “A” team will be selected using average scores as the first/primary criteria. The top five to eight players (based on roster sizes of seven to ten players) will be selected to the “A” team based on their average scores. The second criteria that can be used are a specific skill or set of skills that the “A” team head coach/sport commissioner feel round out the team (for example, rebounding or strong defender in basketball or setting or defensive specialist in volleyball). The remaining two players can be chosen based on a combination of specific skills, evaluator scores, past experience with the head coach, and input from previous coaches. The head coach/sport commissioner have the option of using evaluator scores as the only criteria for total team selection.

The players will be notified of their status as soon as possible after the tryouts and team selection are completed.

Number of Teams to be Formed

Sports commissioners will make every effort to maximize the opportunity for students to participate by forming the maximum number of teams as is practical. Commissioners will use the following guidelines for team sizes (minimum/maximum)

- Baseball & softball 11/13
- Basketball 7/10
- Volleyball 7/9
- Football 18/30
- Cross country has no minimum or maximum team size

Sports commissioners have the latitude to waive these guidelines in order to maximize participation. Commissioners who want to field teams larger than the maximum size will consult with affected coaches to ensure there are measures in place to assure players will receive adequate playing time.

If, after team formation, there are not sufficient teams for all players registered, then players who were registered after the registration deadline will not be placed on a team and all appropriate fees will be returned. If a commissioner is not able to place all players who registered on time, the commissioner will seek approval of the Booster Executive Board (President, Vice President, Treasurer, Secretary) on his/her proposed team rosters & the process used to determine which players were not assigned to a team.

Combined Grade-level Teams

If necessary, based on the number of players registered, commissioners may create teams by combining players of different grades for a ‘combination team.’ If it is necessary to combine grades in order to field a team, the combined team will play at a league level of the oldest child on the team. Sports commissioners will ensure parents are informed of the necessity to form combined grade-level teams prior to finalizing team rosters and parents not wishing to have their children participate will receive a full refund of applicable Booster fees.

PLAYING TIME

SASEAS Boosters recognizes that playing time can be one of the greatest sources of conflict in any sports program, as coaches constantly struggle to balance the desire for all to participate against the desire to field a competitive team & to develop the skills of each of their players. There is no topic where communication between players, parents & coaches is more crucial. The Boosters playing time guidelines are outlined below, but there are critical expectations that apply concerning this topic:

- Coaches should outline their playing time policy as a part of their parents meeting at the beginning of the season. If a coach needs to change his policy over the course of the season, he/she should again meet with parents to explain the revised policy.
- Players or parents/guardians with concerns about playing time, should address their concerns as soon early on with their coach to avoid frustration building. Parents are cautioned about doing this immediately following a game (see Grievance Procedures)
- Coaches who intend to reduce a players playing time should ensure that both the player & parents/guardians understand what behaviors have led to the decision & they should be informed in advance of any game in which they will receive reduced playing time

The focus of the SASEAS Boosters is to develop individual skills and team play. Our goal is to see that each child has the opportunity to participate in the sport they have chosen. We would like each child to learn the fundamentals of the sport as well as the intangible lessons of being part of a team. Playing time guidelines apply to both the CYO regular season and CYO (including school-sponsored) tournament games. No player shall ever attend a game and not play at all, if that player participates fully on the team (shows up for practice, pays attention, and does what the coach asks).

At the 3rd, 4th, and 5th grade levels, playing time is expected to be equitable over the course of a season, including tournament play. The child that participates fully on the team (shows up for practice, pays attention, and does what the coach asks) should receive equal playing time. Coaches are permitted to reduce player's playing time as a consequence of a player's conduct. Examples include, but are not limited to: routinely missing practices, inattention/disruptive behavior while at practice at practice, or other behaviors detrimental to the team. All players are still expected to play the minimum playing time as allotted by CYO Sports rules.

For the 6th grade level, teams are in a transitional year between the younger age teams to the more competitive teams in the 7th and 8th grades. While equitable playing time is a goal for teams in the 6th grade, it is not a requirement. At a minimum, playing time must be consistent with CYO guidelines for both regular season and tournament games.

At the 7th and 8th grade levels, playing time is not required to be equal & individual player skills will be more taken into consideration. Coaches will balance the needs of the team, the players preparing for high school athletics, and players using this as their last opportunity to play for their school team. While there are no minimums stated in the CYO rules for playing time at these grades and competitive levels, at a minimum, Boosters recommends playing time guidelines for the child that gives 100% should average one quarter per game (for basketball) or one game per match (for volleyball), 2 innings per game for baseball/softball over the course of the season, including tournaments. The playing time guidelines apply equally to both "A" and "B" teams in the 6th, 7th, and 8th grades.

Each sport may have specific playing time guidelines (for example, CYO requires each player in the 3rd, 4th, 5th, and 6th grade basketball leagues to play one continuous quarter each game only to the extent that the opposing team has players). Coaches are to be aware of these guidelines and follow them. Violations of the league rules may result in a forfeit being declared by the league, as well as possible sanctions by the SASEAS Boosters.

TOURNAMENTS AND NON-CYO LEAGUE PARTICIPATION

The Boosters will pay for up to two tournaments in a season, in addition to waiving the fee for any St. Andrew/St. Elizabeth Ann Seton team participating in a SASEAS-sponsored tournament. If the roster size is larger than 10 for basketball or volleyball, Boosters will pay for one additional tournament (up to three outside tournaments in total).

St. Andrew/St. Elizabeth Ann Seton teams are allowed to participate in leagues other than CYO during the same season. If the roster size is larger than 10 for basketball or volleyball, Boosters will pay the costs for the second league (league and referee fees).

Boosters will not pay for non-CYO league participation during the non-regular season for any sport.

GRIEVANCE PROCEDURES

The St. Andrew/St. Elizabeth Ann Seton Boosters Organization is committed to ensure an orderly, safe, and healthy environment for children, parents, coaches and spectators related to Booster-sponsored sporting events. Good communication between the Boosters Organization and the parents/guardians or the children who participate in sporting activities is deemed an essential to the ongoing improvement of SASEAS Boosters activities and we are open to hearing your concerns about any topics to include your concerns with Boosters policies & procedures. Anyone with concerns about overall Booster policy or procedure is encouraged to contact the Booster President or any Booster Board member to discuss their concerns.

Player specific concerns & the “24 hour rule”

We also recognize that there may be concerns with the situation of individual players, their parents/guardians and a specific coach/team. The following guidelines are offered to increase the likelihood of timely, effective resolution of concerns.

Parents/guardians who have a concern related to the specific circumstances of their child are encouraged to raise these concerns for resolution as soon as practicable, so that the issue does not linger and lead to even greater frustration for all parties. Parents/guardians are encouraged, however, to not bring these issues up to a coach immediately before a game & to wait 24 hour after the completion of any game to raise concerns with their coach:

- Coaches have responsibilities before & after games (paying officials, scorebook signatures, ensuring all players have a ride home) and they may not be able to focus on parents concerns at that moment.
- Emotions of players, coaches & parents/guardians tend to be at their highest immediately after a game, regardless of the outcome. Waiting a day will allow everyone to better formulate their concerns & lead to more productive discussions

Parents/guardians who have a concern/issue are expected to follow the process outlined below to have their individual issue addressed:

- 1) Work directly with individual team coach involved to resolve the issue. Contact the coach to arrange a time outside of normal practice or game times to discuss.
- 2) If the issue cannot be resolved with the coach or is an issue that involves multiple teams, contact the individual sport commissioner directly to resolve any problems
- 3) If the sport commissioner cannot resolve the issue or the complaint involves the conduct of a sport commissioner or Booster Board member, a formal complaint should be submitted in writing to the Booster President. * The written complaint should provide:
 - Specific details of the issue, to include dates, names of individuals involved to maximum extent possible.
 - Details of the actions taken to resolve the issue prior to submitting the formal complaint.
 - Recommended/suggested solution(s) to the issue that would be mutually acceptable to all parties involved.

*If there is a concern that the Booster President may be unable to address the issue objectively, the complaint may be forwarded to the Vice President. If the President receives a formal complaint that has not been raised with the coach and commissioner, the complainant will be contacted and directed to address their issue per this grievance procedure.

The President will review the circumstances of the complaint by direct discussion with all involved. The President may resolve the issue by whatever specific means deemed appropriate, but will generally use one of the following approaches:

- 1) Gather the affected parent(s), coach(es) and sports commissioner for a meeting to discuss the issue and reach satisfactory resolution.
- 2) If the President determines the matter merits possible removal of a coach/commissioner, a Review Board will be convened consisting of the President, the Vice President and the appropriate sport commissioner. The Review Board will gather as much information as possible and review the case with the affected coach. A majority vote of the Review Board is required to remove a coach.

3) The Booster President may seek the advice of the Parish Pastors to resolve issues, if deemed appropriate.

Upon receipt of a formal complaint, the President will provide a written summary of the resolution to the complainant within 60 days of receipt.

Formal complaints may be appealed to the appropriate Parish Pastor only after they have been addressed through the Booster grievance procedures.

END OF SEASON SURVEYS

Our programs require feedback from participants to thrive and grow. One means of soliciting the input of parents/guardians – and through them the players – is an end of the season survey that is distributed to all participants in Booster sports programs. Parents/guardians are asked to take a few moments to complete and submit these surveys with their honest feedback, prior to the deadline communicated when you receive the survey. Our survey seeks opinions on how ALL parties – coaches, parents & athletes – performed to their responsibilities.

The survey is written in a manner to protect the anonymity of the survey taker, however, the type of information shared in the written comments boxes may point to the identity of the writer, depending on the level/type of information shared.

All coaches' survey results for a sport are shared directly with sports commissioner & the Booster President/Vice President, to allow them to note any trends across the sport. If a commissioner is also a coach, the survey results are returned to the Booster President/Vice President. Coaches requesting to see their own team's survey results will be allowed to review them. Under no circumstances will a team's survey results be shared with the coach of another team.

In the 2009/2010 school year, the end of season surveys will be administered on line. Please contact your coach./sport commissioner if you would prefer to have a paper copy of the survey.

ANNUAL REVIEW AND UPDATE OF GUIDEBOOK

The Boosters Organization will review the Boosters Athletic Guidebook on an annual basis, or more frequently if required. Proposed changes and updates to the guidebook will be handled as part of the ongoing business of the Boosters Board.